

1. The first step is to identify the problem. This involves understanding the current situation and the goals that need to be achieved.

2. The second step is to analyze the problem. This involves breaking down the problem into smaller, more manageable parts.

3. The third step is to develop a plan. This involves determining the steps that need to be taken to solve the problem.

4. The fourth step is to implement the plan. This involves putting the plan into action.

5. The fifth step is to evaluate the results. This involves assessing the effectiveness of the solution and making adjustments as needed.

6. The sixth step is to communicate the results. This involves sharing the findings with others who may be affected by the solution.

7. The seventh step is to monitor the results. This involves keeping track of the progress and making adjustments as needed.

8. The eighth step is to document the results. This involves recording the findings and the steps taken to solve the problem.

9. The ninth step is to review the results. This involves reflecting on the process and the outcome.

10. The tenth step is to learn from the results. This involves identifying lessons learned and applying them to future problems.

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Class	Subclass	Date	Examiner

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